

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** UTILITY WORKER III – WATER DIVISION

**General Function:**

Performs as a lead worker, leading the work of a crew in a variety of tasks as required. Performs a variety of potable water, internal quality control functions, which include skill in operation of water distribution facilities, or construction and maintenance.

**Duties and Responsibilities:**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Receives instructions and work assignments from the Operations Supervisor. Is responsible for job site leadership of crew in absence of supervisors. Must explain tasks and assist employees in solving problems while ensuring quality control.
4. Evaluates the work performance and assignments of crew, as requested. Assists in training and developing crew as well as motivating employees to meet standards and schedules.
5. Skill in coordinating a municipal water quality program; skill in water main/service installation and repair; skill in water pump station and reservoir maintenance and repair; performing technical water quality sampling work; skill in analyzing data and preparing reports; skill in utilizing a computer; Skill in trouble shooting water system hydraulics; skill in performing inspections of new construction projects related to the water system and making recommendations for modifications.
6. May be required to operate specialized light and moderately heavy equipment.

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7. Records and maintains information necessary to update maps, to record state required testing, and to log daily activities and their affects, if any, on residents, which may require noting insurance claim information.
8. May contact and respond to citizen complaints and requests for assistance or information.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or completion of the equivalent GED Certificate. Requires knowledge of backflow principles and its public health implications; knowledge of backflow protection terminology; knowledge of City, State and Federal codes and requirements for backflow protection; knowledge of water supply system, its components and their functions; knowledge of current regulations governing water systems; knowledge of cross connection and water quality issues; knowledge of equipment and materials necessary to perform testing; knowledge of standard office procedures and practices, knowledge of computerized record keeping; knowledge of safety requirements applicable to a public environment.
- ii) Must have and maintain a valid Oregon Commercial Driver's License, Class "B" at time of appointment.

##### b) Training:

- i) May require current backflow testers license and current cross connection specialist certification.
- ii) Required, Water Distribution III Certificate issued by the State Health Division.

2) Supervision:

Received: Performs work highly independently once work assignments are received. Supervisor may oversee job site performance on a limited basis.

Exercised: Assists Operations Supervisor in the assignment of work, training and performance appraisal of crew. On site lead responsibilities for Utility Workers requires using independent judgment to ensure high quality work is completed effectively and efficiently.

3) Communication:

Effective relationships between supervisors and co-workers must be maintained.

Relationships outside the City organization are maintained frequently with contractors working in the City and other utilities regarding their impact on City facilities. Ability to interpret engineering drawings; ability to communicate effectively orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Contacts made with other departments include individual programs with Public Works division to assist in emergency situations as designated. Communication with City residents in solving moderately complex issues relating to potable water services. May include weather related and emergency situations.

4) Cognitive Functions:

Work is governed extensively by appropriate DEQ, EPA, OSHA and State (i.e. highway, traffic safety, health, plumbing) and City ordinances, policies and rules and regulations as well as professional standards (i.e. AWWA, APWA).

May assist in the development of procedures, systems and methodologies at the request of the Operations Supervisor.

The consequences of an error in the normal course of work could result in health hazards, damage to public and private property and equipment due to careless equipment operation or failure to complete work appropriately. OAR, AWWA, and APWA manuals plus past experience and common sense provides precedent for most problems.

Most day-to-day tasks are recurring but the varied facilities provide a need for innovation and extensive problem solving skills.

Decisions most often made in the course of work include those related to the performance of work in a safe and healthful manner for crew and citizens.

5) Working Conditions:

Adverse working conditions include work around chlorine, gas and granules, and chemical sprays, work in inclement weather, and requirement to lift heavy weight and do heavy manual labor.

Physical risks exposed to include work with and around equipment, driving in snow and ice, work in deep ditches, manholes, and high places, work around underground utilities and work in and around traffic all of which may cause physical injuries or illness.

Work schedule is normal work hours while employees in this classification may be required to participate in a Water System On-Call Program. Also, may receive call backs for emergency weather conditions and for a variety of water system failures.

6) Resource Accountability

Workers are held accountable for the proper maintenance and operation of equipment (i.e. trucks, back hoes, and flushers, etc.) they are assigned to operate.

May commit City resources for minor local purchases without higher approval.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*